



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LICENSED PRACTICAL NURSE SUPV COORD

Job Number: 20001009

Job Code: 43150V161016

Job Group: 4300 - NURSING

Job Established: 08/16/1984

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises and/or coordinates the work of other Licensed Practical Nurses and/or sub-professional health care aides during an assigned shift or on a treatment unit and performs professional nursing care under the direction of a registered nurse or licensed physician; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have two years of experience as a licensed practical nurse.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a practical nurse or must have a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares time schedules for employees. Informs staff of policy and procedural changes. Documents employee performance, absences, training and other related matters, and holds conferences with shift staff as needed. Assesses training needs of appropriate medical staff and participates in appropriate in service classes. Orients new employees. Prepares, administers, and charts medications. Makes routine rounds and performs medical treatments as instructed by physician or registered nurse. Takes temperatures, pulses, and respiration and records on patient's chart. Participates in treatment team meetings. Assists physician in administering medical examinations. Provides first aid for minor injuries. Accepts and accounts for drugs and related paraphernalia. Observes and reports patient's intake and loss of fluids. Gathers preliminary medical information from patient for the physician at sick call. Informs physician on call of any sudden physical illnesses. Takes verbal orders for medication and transfers to physician order sheets. Explains medication purposes, dosages and possible side effects to patients. Aids professional therapist. Talks with patient's family as instructed to attain or give appropriate information. Closely observes the behavior of potentially suicidal or hostile patients. Consults with registered nurse or physician on situations beyond the scope of her/his training and knowledge. Receives information on unusual incidents from staff and patients; may investigate and report to head nurse. Serves on committees. Gives injections. Keeps general administrative operations records as required. Performs simple maintenance on simple medical treatment equipment. Participates in drills for and responds to facility emergencies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Will also periodically administer medication to patients and monitor patient behavior.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.